

Clerical and Office Branch
Typist, Stenographic and Secretarial Group
Secretary Series

SECRETARY III

09/91

Summary

Under general supervision, performs a variety of responsible secretarial and office management duties; performs related duties as required.

Typical Duties

Plans, supervises and operates modern office electronic equipment such as word processing and computerized input and retrieval systems; types memoranda, correspondence, reports, forms and related materials from rough copy, sound recordings or other sources; takes and transcribes dictation and minutes; analyzes office practices and procedures and makes recommendations for improvement and modernization of office equipment; composes correspondence for supervisor's signature; sorts and distributes departmental mail; establishes and maintains filing systems; makes recommendations for, types and maintains balances on budget accounts, inventory lists and related accounting records; assists in budget preparation by gathering and selecting pertinent data; ensures the maintenance and safekeeping of minutes, files, correspondence, forms, logs and related records and reports; designs and revises forms as required; compiles and verifies data and prepares reports.

Responds and follows up on public inquiries or complaints or refers them to the appropriate person; contacts staff, officials, other City employees and outside organizations to obtain and provide information; provides information concerning departmental policies, practices, procedures and activities.

Plans, assigns, supervises and coordinates the work of assigned personnel; supervises, trains and evaluates the work of assigned personnel; advises departmental personnel of new and revised policies, procedures and related information; prepares departmental payroll, enforces personnel rules and regulations, standards of conduct and work attendance.

Assures board quorum prior to meetings; arranges time and place for board, committee or staff meetings; prepares, posts and distributes agenda and related materials; takes/transcribes minutes of board meetings, committees and staff meetings; schedules appointments for supervisor or other staff; arranges travel itineraries and reservations for department staff.

Minimum Qualifications

Training and Experience: Completion of an Associate's Degree in Secretarial Science or closely related field and four years of progressively responsible secretarial experience including supervision and coordination of various office activities; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of office practices and procedures; comprehensive knowledge of English grammar, spelling and punctuation; considerable knowledge of the methods and techniques of public contact; good knowledge of the use and care of office equipment; good knowledge of personnel rules and regulations, standards of conduct and work attendance.

Ability to plan, schedule and coordinate work of assigned personnel; ability to supervise, train and evaluate the work of assigned personnel; ability to analyze and determine office needs; ability to compose correspondence; ability to type at sixty-five (65) words per minute; ability to compile and organize information; ability to deal with the public tactfully and courteously; ability to establish and maintain effective working relationships with fellow employees, officials and the public; ability to establish and maintain filing systems; ability to plan and work independently; ability to perform arithmetic calculations; ability to screen, obtain and provide information; ability to prepare reports; ability to express oneself clearly and concisely, orally and in writing; ability to explain policies, procedures, rules and regulations.

Skill in the use and care of office equipment.

Physical Requirements: Mobility within an office environment.

Director of Personnel

Department Head

OFFICIAL